

This is your periodic update on all things EDMS, DEQ's Electronic Document Management System. Stay updated on the EDMS Redesign Project status, timelines, and latest news.



Current Phase of Work

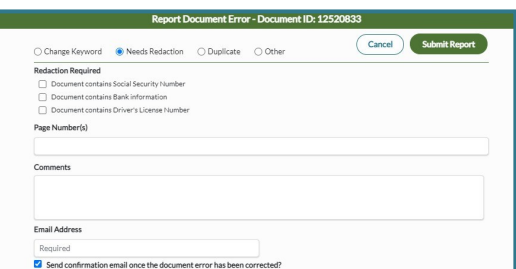
The EDMS Redesign Project is in the process of finalizing the overall design and functionalities of the new application. Included in this phase of work are a number of enhancements to current operations and additional capabilities. Highlighted below are the updated and improved **Document Corrections** process and an additional search feature, searching via **Fuzzy Match**.



Document Corrections Process

The ability to correct document and indexing errors in EDMS is essential to ensure EDMS documents reflect correct and accurate information. Document correction requests can be made using the Document Error Link located on the right-hand side of the document being viewed. The most common requests are updates to indexing values, such as AI number, description, or date. Less frequently, Records Management receives requests for redactions, removals of duplicate documents, or other changes, such as merging or splitting documents incorrectly submitted.

The new EDMS screen layout allows you to quickly select the appropriate error type using a radio button. The form will automatically update to display the appropriate fields related to the error type.



Report Document Error - Document ID: 12520833

☐ Change Keyword ☒ Needs Redaction ☐ Duplicate ☐ Other

Redaction Required

☐ Document contains Social Security Number

☐ Document contains Bank information

☐ Document contains Driver's License Number

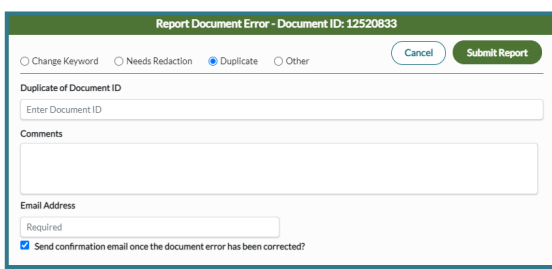
Page Number(s)

Comments

Email Address

☐ Required

☒ Send confirmation email once the document error has been corrected?



Report Document Error - Document ID: 12520833

☐ Change Keyword ☐ Needs Redaction ☒ Duplicate ☐ Other

Duplicate of Document ID

Enter Document ID

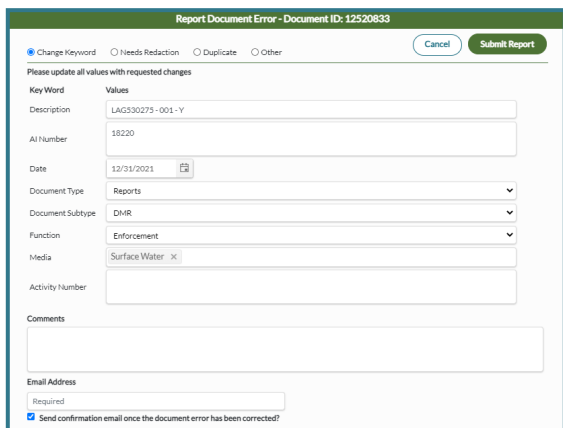
Comments

Email Address

☐ Required

☒ Send confirmation email once the document error has been corrected?

The new form greatly simplifies the process to submit keyword updates. Instead of individually adding and removing keywords, you will now be able to edit any that need to be changed directly within the request screen, including adding or removing AI numbers and media types, or making changes to the description. Once completed, you will be able to submit your request and Records Management will validate and process the changes according to standard operating procedures. If you wish to be notified once your request is complete, check the box to send a confirmation email at the bottom of the form.



Report Document Error - Document ID: 12520833

☒ Change Keyword ☐ Needs Redaction ☐ Duplicate ☐ Other

Please update all values with requested changes

Key Word Values

Description LAGS30275-001-Y

AI Number 18220

Date 12/31/2021

Document Type Reports

Document Subtype DNR

Function Enforcement

Media Surface Water X

Activity Number

Comments

Email Address

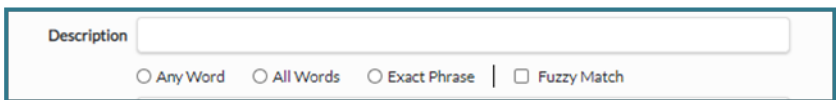
☐ Required

☒ Send confirmation email once the document error has been corrected?



Searching via Fuzzy Match

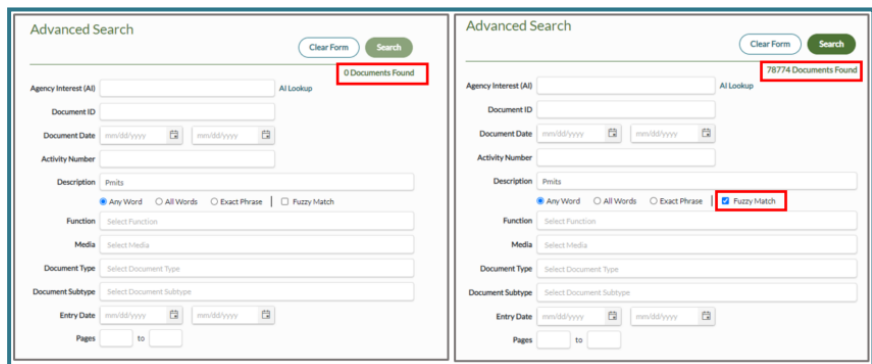
Both the Advanced Search and AI Lookup screens will include an option for Fuzzy Match when searching for document descriptions or AI numbers.



Description

☐ Any Word ☐ All Words ☐ Exact Phrase ☐ Fuzzy Match

When Fuzzy Match is checked in Advanced Search, EDMS will find an equivalent word or phrase that may be closely related, but not a perfect match for a term. For example, if you misspell a word, it searches close-enough matches to retrieve relevant results. In the screenshot below on the left, the misspelled word "Pmits" in the Description field shows 0 results; but with Fuzzy Match turned on in the right screenshot, it correctly identifies the word as "Permits," and includes that term in the search results.



Advanced Search

Agency Interest (AI) AI Lookup **0 Documents Found**

Document ID

Document Date mm/dd/yyyy

Activity Number

Description Pmits

☒ Any Word ☐ All Words ☐ Exact Phrase ☐ Fuzzy Match

Function Select Function

Media Select Media

Document Type Select Document Type

Document Subtype Select Document Subtype

Entry Date mm/dd/yyyy

Pages to

Advanced Search

Agency Interest (AI) AI Lookup **78774 Documents Found**

Document ID

Document Date mm/dd/yyyy

Activity Number

Description Pmits

☒ Any Word ☐ All Words ☐ Exact Phrase ☒ Fuzzy Match

Function Select Function

Media Select Media

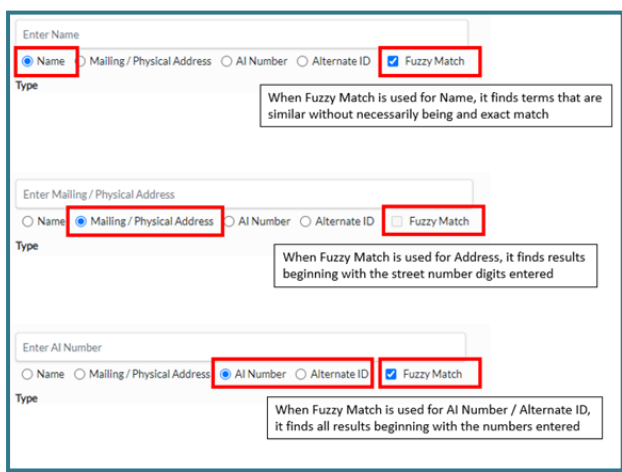
Document Type Select Document Type

Document Subtype Select Document Subtype

Entry Date mm/dd/yyyy

Pages to

In the AI Lookup Tool, Fuzzy Match will function according to the type of entry selected.



Enter Name

☒ Name ☐ Mailing / Physical Address ☐ AI Number ☐ Alternate ID ☒ Fuzzy Match

Type

When Fuzzy Match is used for Name, it finds terms that are similar without necessarily being an exact match

Enter Mailing / Physical Address

☐ Name ☒ Mailing / Physical Address ☐ AI Number ☐ Alternate ID ☐ Fuzzy Match

Type

When Fuzzy Match is used for Address, it finds results beginning with the street number digits entered

Enter AI Number

☐ Name ☐ Mailing / Physical Address ☒ AI Number ☐ Alternate ID ☒ Fuzzy Match

Type

When Fuzzy Match is used for AI Number / Alternate ID, it finds all results beginning with the numbers entered

Use the Fuzzy Match option when you are not sure of the correct spelling, you don't know exactly what you are looking for, or to cast a wider net while searching.

The EDMS Rollout is quickly approaching. Stay tuned for updates on the rollout schedule in the next update.

Interested in testing the new system ahead of time? Email us at edmsquestions@la.gov and we will send you instructions on when and how you can participate.

Want to learn more?

Stay tuned for project updates on the EDMS homepage and periodic articles in the *Discover DEQ* Newsletter.

Have a topic or question for the EDMS Redesign Team? Send us an email at edmsquestions@la.gov.